

The GPO*Express* Card



Business Solutions for Government Agencies at Deep Discounts.



A Winning Relationship for the Federal Government

U.S. Government Printing Office and FedEx Kinko's

The GPO*Express* Card



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GPO*Express*SM Program

- The U.S. Government Printing Office (GPO) is pleased to announce the establishment of the **GPO*Express*SM** Program. This program will allow you to procure a wide variety of services at over 1,400+ **FedEx Kinko's** Office and Print Center locations throughout the U.S. and the world at discount prices.
- This presentation has been designed to familiarize you with the key features of the program and instruct cardholders on how to use the **GPO*Express*SM** card responsibly.

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Eligibility

- Employees of any Federal agency, District of Columbia government, U.S. Postal Service, State and Local governments using Federal funds, and contractors working for an agency, who have an established Deposit Account or Intra-Governmental Payment and Collection (IPAC) Account with the GPO can sign up for the program.
- Employees wishing to become eligible should complete the Inquiry of Interest form at <http://www.gpo.gov/gpoexpress>.

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U.S. GOVERNMENT PRINTING OFFICE
KEEPING AMERICA INFORMED

GPO INSIDE

GPO ACCESS

GPO SERVICES

GPO VENDORS

Print, Design & Web
SolutionsThe GPOExpressSM
ProgramProgram Training
Pricing (PDF)
Store Locator
Send an Order

Inquiry of Interest

Registration

Frequently Asked
Questions

GPO Contacts

GPOExpressSM Program Inquiry of InterestIf you are interested in learning more about the program, complete the form below and your
National Account Manager will contact you.

[* Required fields]

Agency Information:

Agency Name*:

Address*:

Address 2:

Address 3:

City*:

State*:

Zip Code*:

Contact Person Info:

Name*:

Title*:

Email*:

Phone*:

Fax*:

Printing Officer Name:

Printing Officer Phone:

Billing Address Code:

Deposit Account Number:

How did you hear about us?: Specify/Explain:



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Authorization Card

- Once the Inquiry of Interest Form is completed, it is sent to GPO for verification and/or issuance of a BAC number.
- Once eligible, employees must complete a Standard Form- 1 (SF-1) or GPO Form 3001 (preferred starting October 1, 2006).
- The **GPO*Express***SM card is not a credit card but an authorization card allowing the user to receive discounts significantly lower than retail prices.
- Government credit cards cannot be used to receive these discounts.
- Cards can only be issued to individuals, not departments.

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Dollar Limitations

- Dollar limitations per transaction are determined by the authorizing officials in the participating agency.
- There is no minimum or maximum limit.
- Each transaction cannot exceed the pre-established monetary single purchase limit, and transactions may not be split to stay within this limit.
- GPO reserves the right to change the limitations at anytime.

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Use of the GPO*Express*_{SM} Card #1

- The GPO*Express*_{SM} card will be delivered to the cardholder with his or her name printed on it. Card holder may authorize use of the card number by another individual.
- Each cardholder must take necessary action to ensure that the GPO*Express*_{SM} card is used in a prudent manner and is used for official use only.
- If an agency has an emergency job, they should contact the individual cardholder in their agency to process the job.

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Use of the GPO*Express*SM Card #2

Unauthorized purchases may result in any or all of the following:

- The cardholder being billed the full cost of the purchase plus interest and administrative debt collection fees as authorized by the Debt Collection Act;
- Reference of the unauthorized purchases to the appropriate Office of Inspector General for investigation or prosecution, or
- Disciplinary action up to and including removal of the employee from Federal service.

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Use of the GPO*Express*SM Card #3

- The card is another avenue to get printing and finishing services and should not be considered a replacement for SPAs or Term Contracts. In most cases, using the card is more expensive than SPAs or Term Contracts
- Out of 5 GPO quality levels (1 being the highest), **FedEx Kinko's** is rate level 3 which means good quality. Examples of level 3 work are annual reports, general process color work, court decisions, budget reports, catalogs, and textbooks.

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Pricing

- The listed prices are the prices the agencies will pay; **there are no GPO surcharges.**
- Pricing may vary at International **FedEx Kinko's** locations depending on foreign exchange rates.
- Always get an estimate before authorizing a job and make sure to take advantage of getting a free proof.

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Tax Exempt

- When ordering products and services, the cardholder should inform FedEx Kinko's that the purchase is for official U.S. Government purposes and, therefore, is not subject to state or local sales taxes. The back of the **GPOExpressSM** card is imprinted with "U.S. Government Tax Exempt" for additional clarification.

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Lost or Stolen Card

- If your card is lost or stolen, call 1-866-654-6567 immediately.
- Your agency remains liable for any purchases made using an unreported lost or stolen **GPO*Express*SM** card.
- **FedEx Kinko's**, once notified, will take immediate action to void the card.

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Disputes

- If you are not satisfied with the service or product you received, please contact the **FedEx Kinko's** center manager at the location where the job was completed. If you are not able to resolve your dispute, contact the **FedEx Kinko's** dedicated customer service care center at 1-866-654-6567.

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Copyright and Trademark

- Any copyrighted material cannot be duplicated without the author's permission.
- Also applies to trademarks which must be approved by the owner.

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Secure and Confidential Documents

- **FedEx Kinko's** does not have any locations that can process classified documents at this time.
- Agencies wishing to have confidential or sensitive information copied can have the **FedEx Kinko's** center sign a non-disclosure agreement (they have standard copies).

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Billing

- Billing coincides with the IPAC billing schedule which is the 5th, 10th, 15th, and 20th of every month.
- Access to your individual account is currently under development and will be available shortly.

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Simplified Purchase Agreement (SPA)

- SPAs are a simple way of developing a one-to-one relationship with contractors.
- The limit of a SPA has been raised from \$2,500 to \$10,000.
- A job \$1,000 and under may be sole sourced to any one of over 500 contractors participating in this program
- A job over \$1,000 requires solicitation of at least 3 bids from over 500 contractors participating in this program.

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Simplified Purchase Agreement (SPA continued)

- Currently 450 individuals from 64 agencies are using the SPA.
- To obtain a SPA, fill out an SF-1 and complete the training.

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GPO Term Contracts

- Used primarily for repeated printing jobs such as magazines.
- Contract is a minimum of 1 year with optional 4 more years.
- GPO assists with the specifications and the prices are locked for one year.
- Prices on term contracts are probably lower than the GPO*Express*SM card prices.
- Once a contract is signed, print orders are issued directly from the agency to the contractor.

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Questions

- If you have any questions, visit our Frequently Asked Question (FAQ) page at <http://www.gpo.gov/gpoexpress> or call your National Account Manager.

Thank You